

Summary

The State Clerical Assessment Program is designed to accelerate the open competitive appointment process by maintaining an ongoing pool of interested job applicants who have been screened and tested in advance of the need to hire. Job seekers will be able to register for jobs and take examinations at various times throughout the year. State government employers will be offered a steady supply of eligible candidates, providing a dramatic reduction in both hiring time and the need to appoint provisionally.

Use of State Clerical Assessment

The program is used **only** in open competitive situations, not for promotional announcements. When an appointing authority (employer) identifies a need to hire, it will contact its Department of Personnel customer service representative who will determine whether the job opening falls under this program. If there is a sufficient number of eligible candidates in the clerical pool who satisfy the requirements of the vacant position DOP will issue a certification for the position.

The Application Process

A printable application for S-CAP is available online at the DOP website www.state.nj.us/personnel. Instead of sending a postcard, you will be able to register and choose your test center on the application. Once completed, the application must be returned by mail with a \$15.00 processing fee to the Department of Personnel. For those who do not have computer access, applications are available at the DOP Information Center located at 44 S. Clinton Ave. Trenton NJ or by calling 609-292-4144. After you have registered, you will be notified of your test date within 4-6 weeks.

To apply, you must be a resident of the United States. By applying for and taking this examination, you are being tested for possible consideration involving vacancies for any of the titles in the State Clerical Assessment Program; you are NOT being tested for one particular title. Eligible applicants will remain in the “pool” for one year. You may not take the multiple choice S-CAP test or the J-CAP test (for Judiciary clerical positions) more than once per year.

The Announcement & Test Process

Job seekers will be made aware of this program through newspaper ads, Internet postings, and other means. The examination will be held at regional test centers throughout the State. Job seekers will be administered a multiple-choice examination. Since some clerical jobs require data entry, typing or stenography skills, applicants will be told how they can take these performance tests. Due to the need to preserve the security of examination materials, retests will not be administered any sooner than one year from the date of the original multiple choice test administration. Test takers that apply for both S-CAP and J-CAP (Judiciary Clerical positions) will take only one test per year.

The Eligible Pool/Duration

Eligible applicants will be placed in an applicant pool for up to one year. While in the pool, applicants remain unranked. When an appointing authority indicates the need to hire a clerical employee, DOP will create a certification of eligible candidates that the appointing authority may consider for the job, based upon the job title requested and other characteristics (such as special skills, geographical preference, and residency) along with test scores. Candidates with higher test scores will be drawn from the pool before candidates with lower test scores and provided to appointing authorities by bands of scores. Any certified eligible may be appointed from a band on a certification. Veterans’ preference rights will still apply in making appointments; that is, veterans certified will go to the top of the list. Eligible applicants will receive a “Notification of Certification” in the mail. Applicants who respond that they are not interested in a particular certification will not be certified again to the same appointing authority for that title, but will remain in the pool for other opportunities.

The eligible candidate pool will have no expiration date. Applicants will be continuously added to the pool when they are deemed eligible and removed if they are appointed. Eligible candidates who do not receive an appointment after remaining in the pool for one year will also be removed. After their score expiration date, applicants must take another test and establish a new score.

NJDOP S-CAP
P.O. BOX 310
Trenton, NJ 08625

IT IS YOUR RESPONSIBILITY

after you have taken the written clerical exam, to call (609) 292-6593 to schedule typing, data entry, and stenography tests. If you are unsuccessful in passing a S-CAP keyboard performance examination in data entry, stenography or typing, you may retake the test after waiting three months from the original keyboard performance test date.

IMPORTANT REMINDER To be eligible for jobs that require typing, data entry, or stenography, a passing keyboard performance test score is required. Demonstration of these skills may increase your job opportunities. The passing score for typing is 40 words per minute (wpm), net. The passing score for steno is 70 wpm. The passing score for data entry is 97 keystrokes per minute (kspm), with 6 or fewer errors.

ADA ASSISTANCE

▶ If you require any auxiliary aid or ADA accommodation to take a test, call (609) 292-4144.

January 2006



State Clerical ASSESSMENT PROGRAM



For all State jurisdictions


Job openings for clerical titles for all State jurisdictions will be filled under the State Clerical Assessment Program (CAP) of the New Jersey Department of Personnel (DOP).

After taking this clerical examination, you will be considered for a period of one year for State clerical job openings for which you meet the requirements. These requirements may include residency, experience, special skills, job location preferences, minimum salary, and test scores.

VISIT THE DOP WEBSITE @ www.state.nj.us/personnel for the

S-CAP application

Once DOP receives your application and your \$15.00 application fee, you will be scheduled for the next available test date. You will receive notification of test date, location and time by mail.

 If you wish to claim civil service veterans preference rights and you are not registered with the Department of Military and Veterans Affairs as a veteran, you must mail a copy of your DD214 discharge papers along with a completed veterans preference claim form to the Department of Military and Veterans Affairs. Claim forms are available on our website www.state.nj.us/personnel.

Remember, you are not registering for one particular title or job location; job seekers are automatically registered for a number of State clerical titles and locations simultaneously by completing one application. Applicant scores will be entered into a registration “pool.” When a vacant State clerical position becomes available, candidates are selected from the pool based on their experience, test scores, special skills, residency, minimum salary requirements, and job location preferences.

State CLERICAL TITLES IN S-CAP

CLERICAL TITLES REQUIRING 0-1 YEAR EXPERIENCE State Government Titles

Audit Acct. Clerk
Audit Acct. Clerk Typ.
DEMO (Data Entry Machine Operator)
DEMO Terminal
Mail Clerk
Operator, Automated Typewriter
Payroll Clerk
Postal Clerk
Receptionist
Receptionist Bilingual In Spanish & Eng
Sr. Audit Acct. Clerk
Sr. Audit Acct. Clerk Typ.
Sr. Clerk
Sr. Clerk Bilingual In Sp & Eng
Sr. Clerk Steno.
Sr. Clerk Transcriber
Sr. Clerk Transcriber Bilingual In Sp & Eng
Sr. Clerk Typist
Sr. Clerk Typist Bilingual In Sp & Eng
Sr. DEMO
Sr. File Clerk
Sr. Library Asst.
Sr. Library Asst. Typing
Sr. Mail Clerk
Sr. Operator Automated Typewriter
Sr. Operator Automated Typewriter (10 months)

Please refer to the DOP Website www.state.nj.us/personnel for Salary Information.

CLERICAL TITLES REQUIRING 2 OR MORE YEARS EXPERIENCE State Government Titles

Executive Secretarial Asst.
Prin. Audit Account Clerk
Prin. Audit Account Clerk Typ.
Prin. Clerk
Prin. Clerk Stenographer
Prin. Clerk Transcriber
Prin. Clerk Transcriber (Bilingual In Span & Eng)
Prin. Clerk Typist
Prin. Clerk Typist (Bilingual In Span & Eng)
Prin. DEMO
Prin. DEMO (Terminal)
Prin File Clerk
Prin. Library Asst.
Prin. Library Asst. Typ.
Prin. Operator, Automated Typewriter
Prin. Payroll Clerk
Prin Vault Clerk
Purchasing Assistant
Secretarial Asst 1
Secretarial Asst 2
Secretarial Asst 3
Secretarial Asst 1 Nonstenographic
Secretarial Asst 2 Nonstenographic
Secretarial Asst 3 Nonstenographic
Secretarial Asst 3 Nonsteno (Bilingual In Span & Eng)
Secretary DOT
Support Services Rep 1
Support Services Rep. 2
Word Processing Spec. 1
Word Processing Spec. 2

You may not take the multiple choice S-CAP or J-CAP test more than once per year. (Skill performance tests may be taken once every three months.) There will be no renewals of test scores.

STATE CLERICAL ASSESSMENT PROGRAM Frequently Asked Questions (FAQs)

- Q:

How long does it take to receive a S-CAP score report?
- A:

Six to eight weeks from your test date.
- Q:

My scores are low. May I retake the test?
- A:

Not until your score expiration date. The S-CAP exam may only be taken once a year.
- Q:

My scores are low. May I take the J-CAP test to improve my scores?
- A:

No, parallel forms of the same test are used and only one may be taken per year.
- Q:

Does the DOP notify you when your S-CAP scores have expired?
- A:

No, that date is provided on your score report.
- Q:

Why haven't I received any certification notices? I took the test six months ago.
- A:

It may be that your minimum salary requirement is higher than the salary for the vacancies for which you would have otherwise been eligible. Contact the CAP team at 609-292-6593 if you would like to lower your salary requirement for future vacancies. Or, it could be that there have been no vacancies for which you were eligible in the counties of NJ where you said you would be willing to work.
- Q:

When and where are the keyboard performance tests given?
- A:

Performance tests are given, AFTER you have taken the written exam, at the following locations (by appointment):
Woolverton Avenue in Trenton
Halsey St. in Newark
Call (609) 292-6593 to make an appointment at any of these locations.
- Q:

How often may I take the typing test/steno test/data entry test?
- A:

If you do not pass one of the 3 keyboard tests, you may try again in 90 days (another appointment is needed – call 609-292-6593). If you passed, your score is good for five years.
- Q:

May I use my S-CAP scores for the J-CAP?
- A:

Yes, as long as you have submitted an additional application and fee for the J-CAP.